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Career Planning Booklet

Step Three



Careers & Employability

Careers Planning Timeline

This booklet has been developed by Careers & Employability to help you plan for your future. It will help you to review your skill set, analyse opportunities available to you and seek support.

Use this booklet to record your current thinking and career planning progress. You may also find it useful to reflect upon these questions with a Careers Adviser.

Use the Step Three timeline below to see how much you have done, and what to do next, following on from what you have already done in the Step One and Step Two booklets.





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Update Your CV

By now you should have some experience under your belt and sought feedback on your CV. Before applying for work, placement or further study for after your graduation, it's worth taking some time to update it again.

Have your strengths changed or become more focused since you first put your CV together? Write down what key features of yourself you would like to emphasise

Practice STAR again for these particular strengths



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Making an Application

Many employers use Application Forms to filter applicants, and getting into post graduate study requires an application. Much of this is information you would put into a CV, reformatted. Others ask questions. Here are some sample questions - find a job posting you like and try to answer these with it in mind:

Why do you want to be here?

Describe a time you have positively contributed to a team, and the result of your contribution

Describe a time you failed to complete a project on time



Read more about common application questions and what is being looked for on Prospects:
<https://www.prospects.ac.uk/careers-advice/applying-for-jobs/example-questions-and-answers>



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Interviews and assessment Centres

Building upon your experience from previous interviews, it is time to prepare for further interviews as well as interview alternatives - such as assessment centres

What has been a weak point in your previous interviews? How can you improve?

Practice various tests at www.assessmentday.co.uk

What areas are you failing in? What steps will you take to improve?



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Accepting an Offer

If all goes well, you should hopefully get into a position where you have received an offer from an employer or university - or multiple! In preparation, it's worthwhile reviewing your wants and needs and action plan.

What basic criteria does an offer need to have for you to accept it? Is there anything that could be offered that would make you overlook if one of these criteria were missing?

If you receive only one offer that you do not wish to accept, write out some possible back-up plans here.

Next Steps Action Planner

What progress have you made on your plan? What would you like to do next?	When will you do this by?

How Can We Help?

You may wish to meet with a Careers Adviser to help you continue your plan and support your career journey

<input type="checkbox"/> CV/Application Support	<input type="checkbox"/> Interview Support	<input type="checkbox"/> Career Options
<input type="checkbox"/> Work Experience	<input type="checkbox"/> Lincoln Award	<input type="checkbox"/> Research
<input type="checkbox"/> Other (If yes, please state)	<input type="text"/>	

Useful Resources

Use these resources and add your own to assist you on your career journey

www.uolcareers.co.uk Careers tab on University of Lincoln Blackboard www.prospects.ac.uk	www.targetcareers.co.uk www.milkround.com
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Careers & Employability Centre
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